

CONFIDENTIAL

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 1 April 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 13, Week 25 - 31 March 1958

1. Numbers in Clerical Induction Training. During the week of 25 March there were 21 people in Clerical Induction Training. Of those 6 were entering for the first time.

2. Numbers in Clerical Orientation Training. During the week of 25 March there were 13 people in Clerical Orientation.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for week of 25 March were as follows:

| | <u>Tested</u> | <u>Qualified</u> |
|-------------|---------------|------------------|
| Shorthand | 2 | 0 |
| Typewriting | 3 | 2 |

4. Testing of Summer Only Employees Who Are Now in the Field. In order to give applicants for summer employment, who are now in the field, an opportunity to take the typing and clerical tests, arrangements are being made for testing outside of the Washinton area. Clerical Training has been working with [redacted] Chief of TSB, in the selection of the typing test for this purpose.

5. Attendance at Briefing by Chief Operations School. Practically all the members of the Clerical Training staff attended the special meeting conducted by [redacted] Chief, Operations School, on 28 March 1958. Our staff members found the presentation exceedingly interesting and informative. It is hoped that similar briefings will be arranged for OTR personnel.

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